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**Cc:** Yung Morgan; Judy LaDuc; Glenda Pons; Vince Chase; Haneef M. Sahabdeen; Robert  
F. Laford  
**Subject:** Lab Safety Coordinator/Training Managers session 2

Hi all

Due to some miscommunication leading to short notice, and scheduling on a religious holiday, many of you could not attend the last session. I am sorry about that and I have set up another session for lab safety coordinators/ training managers to do a hands on session with the Training Manager in OWL. It will be held

Friday October 12<sup>th</sup> at 10:00 – 11:30am in **Du Bois Library, Room 767**

This session will be held in a computer classroom in the library. Please note: Covered drinks are OK, but food is not allowed in the classrooms so we will not have our usual snacks this time.

You will need OIT NetIDs and passwords to log into the computers. In addition, you will need your campus ID # to log into the training manager. If you can't remember your campus ID, please bring your campus ID card.

Again, my aim for this session is for you to get all the appropriate training requirements set up in OWL for all faculty, staff and students in your department. Since most of the student hiring has been done it would be good for you to request that the faculty in your department send you a list of people who will be working in their labs/research spaces/studios. If you can bring those lists with you, you will be able to input the appropriate training designations.

If you attended the previous session you do not need to attend this one, but you are welcome to do so if you have questions or would like to spend the time updating your group with assistance close at hand.

See you next Friday in the library.

Best

Chris

Christine A. Rogers, PhD  
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-and-

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